



STATE OF ARIZONA
DEPARTMENT OF TRANSPORTATION
PROCUREMENT



ELECTRONIC REQUEST FOR QUOTES

ADOT SOLICITATION REFERENCE NUMBER: **T09-49-00001**

Description: **SPR 662 – Cost Effectiveness of MVD Fee Collections**

DUE DATE: 07/17/08

at 5:00 P.M. MST

DATE POSTED: **06/17/08**

Submittal Location:

Arizona Department of Transportation
Procurement Group
1739 W. Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007

REPLY TO: FAX: (602) 712-3151

Responsible Contract Officer: Diane Miller Phone: (602) 712-8505
E-mail: dimiller@azdot.gov

TOTAL AGGREGATE AMOUNT FOR THIS CONTRACT WILL NOT EXCEED \$50,000.00.

PROCUREMENTS LESS THAN \$50,000.00 ARE RESTRICTED TO SMALL BUSINESSES. A SMALL BUSINESS IS ONE THAT, INCLUDING ITS AFFILIATES, IS INDEPENDENTLY OWNED AND OPERATED, IS NOT DOMINANT IN THE TYPE OF BUSINESS IT CONDUCTS, AND WHICH EMPLOYS FEWER THAN 100 FULL TIME EMPLOYEES OR WHICH HAS GROSS RECEIPTS OF LESS THAN \$4 MILLION IN ITS LAST FISCAL YEAR. THIS SHALL NOT LIMIT COMPETITION FOR INDIVIDUALS OR NON-SMALL ENTITIES WHO WISH TO APPLY.

"An Equal Employment Opportunity Agency"

The Arizona Department of Transportation is committed to the principles of Equal Employment Opportunity. To ensure dissemination of the Equal Opportunity program throughout all levels of the department, the ADOT Civil Rights Deputy Administrator serves as the Equal Opportunity Administrator for the Arizona Department of Transportation.

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The Arizona Department of Transportation (ADOT), Arizona Transportation Research Center (ATRC) (herein referred to as the Department) has a need for a firm or individual (hereinafter referred to as Contractor) to prepare a report evaluating the cost effectiveness of MVD fee collections.

1.1 **Problem Description**

Currently, MVD collects fees for over 300 different types of fees. Many of these fees have remained unchanged for decades and may not reflect the actual cost of processing the transactions or may not generate enough revenue to cover the cost of collecting the fee. Based on this, the Arizona Auditor General recommended that MVD undertake a study of the cost effectiveness of these fees to determine which ones should, at a minimum, be increased to meet transaction cost and those that are no longer cost effective to collect or are no longer needed.

The purpose of this study is to identify the total cost of each fee selected and compare the cost to the revenue generated from the fee. If we can quantify the benefits and costs for each selected fee, we can establish an optimal level of effort and recommend to the state legislature appropriate fee changes or discontinuance of fees that are not cost effective or no longer needed.

1.2 **Project Objectives**

1. Develop a comprehensive list of MVD fees and the rationale for each of them.
2. Estimate a cost/benefit ratio for each fee.

1.3 **Approach and Work Plan**

The following work tasks are intended to provide a framework for conducting the research and are considered to be the minimum. Projects typically are completed within a one to two year period.

Task 1: The Contractor shall present an outline of a work plan. Intermediate deliverables shall be identified in the work plan and any progress payments associated with these deliverables shall be specified. The Technical Advisory Committee (TAC) will review the scope of work and work plan. At this time, any revisions needed shall be made. **Deliverable:** A work plan acceptable to the TAC.

Task 2: Review the existing literature to provide a brief overview of the rationale and general history of highway finance. **Deliverable:** A written document that is acceptable to the TAC and which shall be suitable for inclusion in the final report.

Task 3: List and briefly describe the rationale for each fee collected by MVD. **Deliverable:** A written document that is acceptable to the TAC and which shall be suitable for inclusion in the final report.

Task 4: Perform a fee-by-fee analysis and estimate the cost-effectiveness of the fee vs. the cost of collecting it. **Deliverable:** A written document that is acceptable to the TAC and which shall be suitable for inclusion in the final report.

Task 5: Contractor shall submit a Project Final Report and a four-page Research Note to ATRC. The Final Report shall contain the data and explanatory narrative sufficient to document the Project goals, scope, methods used in the research, activities and issues, results, recommendations and all other requirements specified in this Solicitation. The Final Report shall include suggestions on how to implement recommendations made. Electronic copies of

the Final Report shall be provided in mutually agreed upon formats. The Final Report shall conform to the version of the ATRC document, Guidelines for Preparing ATRC Research Reports, which is in effect at the time this Contract is executed. At Contractor's request ATRC will provide Contractor a printed or electronic copy of the Guidelines or the document may be found on the Internet at: <http://www.azdot.gov/TPD/ATRC/Publications/guidelines.asp>. The four-page Research Note serves as an executive summary for the project. It must be written in a concise manner with an emphasis on the research need, project goals, and key results, conclusions and recommendations. ATRC will provide format samples and guidelines for this document, which will be both printed and posted on the Internet. Contractor is responsible for correction of deficiencies in the Final Report that are identified by the Project's Technical Advisory Committee, the Federal Highway Administration or ATRC. The Project is not considered complete until Report deficiencies are corrected. Contractor should include report preparation and revisions as part of the work scope for this Solicitation. **Deliverable:** A final report that is acceptable to the TAC, Federal Highway Administration (FHWA) and ATRC.

Task 6: Contractor shall provide a brief presentation to the Research Council or another audience designated by the TAC. This presentation shall include such visual aids (Microsoft PowerPoint is preferred) as necessary or useful in portraying the information content of the research. Copies of the final report and any handouts of other information shall be distributed to members of the Research Council at this presentation. **Deliverable:** A final oral presentation that is acceptable to the TAC.

1.4 Contractor Responsibilities

Conduct the research in accordance with ATRC guidelines. These guidelines can be found at <http://www.azdot.gov/TPD/ATRC/research/Guidelines.asp>. Copies of previously published ATRC reports illustrating the type of final product required can be found at http://www.azdot.gov/TPD/ATRC/Publications/project_reports/index.asp.

Respect the confidentiality of the Department's data—using any confidential information solely for the purposes of this research project. No data or reports shall be released to entities not directly involved with the Project without the express prior written approval of the Department. All media contacts prior to the publication of the final report for the Project, and directly related to the Project, shall be coordinated by the Department.

Submit periodic progress reports that summarize work to date and include a copy of appropriate deliverables (for example, bibliographies, research notes, partially completed text, tables or graphics). Frequency of progress reports shall be determined and mutually agreed upon at the time the work plan is approved.

Submit invoices for payment purposes. These invoices shall accompany the periodic progress reports and shall be for amounts commensurate with the deliverables of the project. The Project Manager shall provide sample format for invoices.

1.5 TAC Responsibilities

Provide guidance to the project by making timely responses to any relevant questions posed by the Contractor.

Assist in obtaining access to any official data, records, or information needed for the research.

Review progress reports in a timely manner to provide feedback and ensure that the project stays on course.

Review and approve (if satisfactory) the final report.

Provide reasonable assistance in the oral presentation to the Research Council or other designated audience.

Make the best effort to implement recommendations that would be beneficial to the Department or other government agencies and/or the traveling public.

1.6 Department Project Manager Responsibilities

The Department Project Manager shall provide general direction as necessary and be responsible for all decisions pertaining to the work on this project, including processing invoices and reporting progress to TAC.

2.0 UNIFORM TERMS AND CONDITIONS

Incorporated by reference. To obtain a copy of the Uniform Terms and Conditions in full text, you can log on to <http://www.spirit.az.gov/Applications/SPIRIT/SR.nsf> or contact Diane Miller at (602) 712-8505 or e-mail at dimiller@azdot.gov.

3.0 SPECIAL TERMS AND CONDITIONS

3.1 Term

The term of any resultant contract shall commence upon contract execution and shall continue for two (2) years unless terminated, cancelled or extended as otherwise provided herein.

The Department reserves the right to unilaterally extend the period of any resultant contract for thirty-one (31) days beyond the stated expiration date.

In addition, by mutual written agreement, any resultant contract may be extended for supplemental periods up to a maximum of thirty-six (36) months or subject to the budget limitation of \$25,000.00.

3.2 Method of Payment & Funding Limitation

All project invoices are paid at 90% of the billed amount. The remaining 10% is withheld until final completion of the project. Payment is made based upon the deliverables identified and completed. The Department reserves the right to withhold payment in the event that adequate documentation of satisfactory progress toward completion of the project has not been received. The Project Manager shall be the judge of the adequacy of documentation and whether progress on the project is satisfactory. The maximum budget for this project is \$25,000.00.

The Contractor shall submit invoices for services rendered to the address as follows:

Arizona Department of Transportation,
Transportation Research Center Department (Mail Drop 075R)
2739 E. Washington Street
Phoenix, AZ 85034-1422
Attention: Mr. John Semmens

3.3 Changes

The Department reserves the right to revise the delivery schedule and make other changes within the general Scope of Work as may be deemed necessary to best serve the interest of the Department. All changes shall be documented by formal amendments to the contract in accordance with A.R.S. 41-2503 (8).

3.4 Accuracy of Work

The Contractor shall be responsible for the accuracy of the work and shall promptly make all necessary revisions or corrections resulting from errors and omissions on the part of the Contractor without additional compensation. Acceptance of the work by the State will not relieve the Contractor of the responsibility for subsequent correction of any such errors and clarification of any ambiguities.

3.5 Review of Contractor's Work

Work performed by the Contractor shall be subject to periodic reviews. The Department reserves the right to make such reviews and pass upon the acceptability of Contractor's work.

3.6 Cancellation for Possession of Weapons on ADOT Property

This contract may be cancelled if contractor or any subcontractors or others in the employ or under the supervision of the contractor or subcontractors is found to be in possession of weapons.

Possession of weapons (firearms, explosive device, knife or blade of more than three inches, or any other instrument designed for lethal or disabling use) is prohibited on ADOT property pursuant to ADOT Policy, PER 6.04, "Weapons in the Workplace." Such property includes ADOT owned or leased office building, yards, parking lots, construction sites or state owned vehicles.

Further, if the contractor or any subcontractors or others in the employ or under the supervision of the contractors or subcontractors are asked by an ADOT official to leave the ADOT property, they are advised that failure to comply with such a request shall result in cancellation of the contract and anyone who refuses, whether armed or not, is subject to prosecution under A.R.S. § 13-1502, "Criminal trespass in the third degree; classification."

3.7 Offshore Performance of Work Prohibited

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

3.8 Federal Immigration and Nationality Act

The contractor shall comply with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the contract. Further, the contractor shall flow down this requirement to all subcontractors utilized during the term of the contract. The State shall retain the right to perform random audits of contractor and subcontractor records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the contractor and/or any subcontractors be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to;

suspension of work, termination of the contract for default and suspension and/or debarment of the contractor.

3.9 Notices/Correspondence Requirements

All correspondence/notices for this contract shall be delivered in person or sent by mail addressed as follows:

Arizona Department of Transportation
Procurement Group
1739 W. Jackson St., Ste. A, MD100P
Phoenix, Arizona 85007-3276
Attention: [Diane Miller](#)
E-mail: dimiller@azdot.gov

4.0 UNIFORM INSTRUCTIONS TO OFFERORS

Incorporated by reference. To obtain a copy of the Uniform Instructions to Offerors in full text, you can log on to <http://www.spirit.az.gov/Applications/SPIRIT/SR.nsf> or contact Diane Miller at (602) 712-8505 or e-mail at dimiller@azdot.gov.

5.0 SPECIAL OFFER SUBMITTAL INSTRUCTIONS

Complete and return all required information to the location indicated on the solicitation, page one (1) by the time indicated. **Responses may be mailed, delivered or faxed to (602) 712-3151 Attention: Diane Miller.** Responses must be in writing and signed.

5.1 Required Information

The following shall be completed and submitted concurrent with and as part of the Offer:

Attachment 1 - Offer and Contract Award
Attachment 2 - Price Schedule
Attachment 3 - Offeror's References
Attachment 4 – State of Arizona Substitute W-9

Submit cover letter and resume(s) of proposed personnel.

Submit an example of the proposed personnel's work product or provide a website where sample can be obtained or provide on CD in Word or PDF format.

Submit transcripts or qualifications of the organization.

5.2 Offer Evaluation and Selection

The table below indicates the items and the relative order of importance that shall be given to each factor in the selection of the firm or individual to undertake the research project. The Offeror shall submit items 2 through 6 in written form. The project manager shall evaluate the offers and make a recommendation for award based upon the following evaluation criteria. Those offers determined to be reasonably susceptible of being selected for award shall be invited to interview. If circumstances prevent full execution of the contract, the Offeror submitting the next ranked offer will be called. An award will be made to the responsible Offeror whose offer is determined to be the most advantageous to the State by the Procurement Officer.

1. Interview	<p>The Project Manager will interview the Offeror in person or by telephone. The interview questions to be asked are found in Exhibit 1 of this solicitation. One of the objectives of the interview is to establish that the Offeror is responsible, as defined below in A.R.S. 41-2531 (14), to undertake this project. No revisions to the offer or solicitation will take place.</p> <p><u>Definition:</u> A.R.S. 41-2531 (14) – "Responsible bidder or Offeror" means a person who has the capability to perform the contract requirements and the integrity and reliability, which will assure good faith performance.</p>
2. Sample of Previous work	Provide a sample of Offerors best work on a research project. If possible, this sample should reflect work on a related topic or demonstrate the type of skills that would be useful on this project. Electronic format is acceptable. This sample will be reviewed and scored.
3. Cover letter and resume	Submit a one-page cover letter briefly describing why Offeror should be selected for the job and attach a brief résumé listing educational and job experiences.
4. References	Provide three (3) references (including telephone numbers and e-mail addresses) who will vouch for Offerors ability and attitude. References are required to complete Attachment 3, Offerors References.
5. Transcripts OR Qualifications of the Organization	Provide an unofficial copy of college transcripts, OR describe Offerors organizational capabilities, background qualifications and experience. Include internal methods proposed for completing projects on time and person responsible for schedule.
6. Price	Utilizing the Price Sheet, specify a "Firm Fixed Price" for completion of the project. This shall be supported by an hourly rate combined with an estimation of how many hours would be required to complete the project.

EXHIBIT 1 INTERVIEW OUTLINE
SOLICITATION NO. T09-49-00001

Name_____

Project_____

Date_____

Why do you want to work on this project?

What do you know about highway user fees and their collection?

How will you proceed with the research on this project?

What distinguishes you from other candidates for this job?

What is the most important skill or attribute you will bring to this job?

Are there any particular special circumstances or requests (i.e., work schedule, timeframe, task order, etc.) you would like to make regarding this project?

Any additional comments you would like to make or items you would like to show that would help ADOT evaluate your capabilities for this job?

ATTACHMENT 1 OFFER AND CONTRACT AWARD



ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement Group
1739 West Jackson, Room 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211



SOLICITATION NO. **T09-49-00001**

Submit this form with an original signature to the State.

OFFER

TO THE STATE OF ARIZONA:

The bidder hereby offers and agrees to perform in compliance with all terms, conditions, specifications and amendments of this solicitation and any written exceptions in the offer. Signature also acknowledges receipt of all pages indicated in the Table of Contents.

Arizona State Transaction Privilege Tax License Number:

No.: _____
Federal Employer Identification

For clarification of this offer, contact:

No.: _____

Printed Name

Offeror's (Company) Name

Email Address

Address

Company Email Address

City State Zip

Signature of Person Authorized to Sign Offer

Phone

Printed Name

Date

Facsimile

Title

SMALL BUSINESS CERTIFICATION

As a person authorized to represent this offeror, by signing below I certify that the bidding organization is qualified as a small business. A small business means a concern, including its affiliates, which is independently owned and operated, which is not dominant in its field, and which employs fewer than one hundred full-time employees or which had gross annual receipts of less than four million dollars in its last fiscal year (A.R.S. §41-1001). Procurements estimated to cost less than fifty thousand dollars (\$50,000.00) shall be restricted to small businesses in accordance with A.R.S. 41-2535.

Signature of Person Authorized to Certify Status as Small Business

ACCEPTANCE OF OFFER AND CONTRACT AWARD(FOR STATE OF ARIZONA USE ONLY)

Your bid is hereby accepted.

The contractor is now bound to perform based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the contractor's offer as accepted by the state.

This contract shall henceforth be referred to as Contract No. _____.

SPR 662 – Cost Effectiveness of MVD Fee Collections

The contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this contract until contractor receives a purchase order.

State of Arizona

Awarded this _____ day of _____ 2008

Diane Miller

As Procurement Officer and not personally

**ATTACHMENT 2
PRICE SCHEDULE**

SOLICITATION NO. T09-49-00001

COMPLETE THIS FORM IN ACCORDANCE WITH SOLICITATION REQUIREMENTS AND SUBMITTED WITH OFFER:

FIRM FIXED PRICE for research project \$_____ Total

Estimated number of hours to complete project _____ Hours

Hourly Rate \$_____/hour

ATTACHMENT 3
OFFEROR'S REFERENCES
SOLICITATION NO. T09-49-00001

Provide a copy of this form to each of three (3) references for completion and inclusion with offer. These references will be checked, please make sure all information is accurate and current.

Offeror's Name _____

Reference Name _____

Reference Telephone Number _____

Reference Facsimile Number _____

Reference E-mail Address _____

What is the nature of your relationship with the referenced individual?

1. On a scale of 1 to 10, with 10 being the best, how would you rate this person / firm in terms of their ability to do each of the following: (Explain as necessary.)

Complete work on schedule _____

Take direction _____

Prepare a quality written report _____

Make a coherent oral presentation _____

2. Attitude:

_____ Excellent: always gives a good effort. Independently achieves good performance.

_____ Good: usually gives a good effort. Requires some coaching/motivation.

_____ Fair: gets work done but requires frequent coaching/motivation.

_____ Poor: unreliable. Does not work to potential.

3. Is there anything else you can add that would help us evaluate this person's/firm's suitability for the job?

ATTACHMENT 4

State of Arizona Substitute W-9 & Vendor Authorization Form



Purpose: Establish or update a vendor account with the State of Arizona. This form meets the Federal requirements to request a taxpayer identification number (TIN), request certain certification and claims for exemption, as well as the State of Arizona requirements for vendor establishment.

Instructions: Complete form if

1. You are a U.S. person (including a resident alien);
2. You are a vendor that provides goods or services to a n Arizona state agency; **AND**
3. You will receive payment from the State of Arizona.

Return completed form to the state agency with whom you do business, for review and authorization.

See instructions below or refer to the IRS instructions at www.irs.gov for details on completing this form.



• Type of Request (Must select at least ONE)		<input type="checkbox"/> Tax ID <input type="checkbox"/> Legal Name <input type="checkbox"/> Entity Type <input type="checkbox"/> Minority Business Indicator	
<input type="radio"/> New Request	<input type="radio"/> New Location (Additional Mail Code)	<input type="radio"/> Change (Select the type(s) of change from the following:	
		<input type="checkbox"/> Main Address <input type="checkbox"/> Remittance Address <input type="checkbox"/> Contact Information	
• Taxpayer Identification Number (TIN) (Provide ONE Only)			
Social Security Number (SSN) - - - OR Employer Identification Number (EIN) - - -			
• Entity Name Must Provide Legal Name (*Must match SSN or FEIN given. If Individual OR Sole Proprietorship enter First, Middle, Last Name.)			
Legal Name*			
• Entity Type Must select one of the following (Coding (X#) is for internal purposes only)			
<input type="radio"/> Individual/Sole Proprietor or Sole Proprietor organized as LLC, PLLC (61)		<input type="radio"/> State of Arizona employee (1E) STATE HRIS EIN	
<input type="radio"/> Corporation NOT providing health care, medical or legal services (5A)		<input type="radio"/> LLC, PLLC organized as corporation NOT providing health care medical or legal services (5A)	
<input type="radio"/> Corporation providing health care, medical or legal services (5M)		<input type="radio"/> LLC, PLLC organized as corporation providing health care medical or legal services (5M)	
<input type="radio"/> Partnership, LLP or Partnership organized as LLC or PLLC (5C)		<input type="radio"/> A state, a possession of the US, or any of their political subdivisions or instrumentalities (4G)	
<input type="radio"/> An international organization or any of its agencies/instrumentalities (5U)		<input type="radio"/> Other: Tax Reportable Entity (5P) Description	
<input type="radio"/> The US or any of its political subdivisions or instrumentalities (2G)		<input type="radio"/> Other: Tax Exempt Entity (5H)	
• Minority Business Indicator Must select one of the following (Coding (X#) is for internal purposes only)			
<input type="radio"/> Small Business (01)		<input type="radio"/> Small, Woman Owned Business- Hispanic (31)	
<input type="radio"/> Small Business- African American (23)		<input type="radio"/> Small, Woman Owned Business- Native American (33)	
<input type="radio"/> Small Business- Asian (24)		<input type="radio"/> Small, Woman Owned Business- Other Minority (11)	
<input type="radio"/> Small Business- Hispanic (25)		<input type="radio"/> Woman Owned Business (03)	
<input type="radio"/> Small Business- Native American (27)		<input type="radio"/> Woman Owned Business- African American (17)	
<input type="radio"/> Small Business- Other Minority (05)		<input type="radio"/> Woman Owned Business- Asian (18)	
<input type="radio"/> Small, Woman Owned Business (06)		<input type="radio"/> Woman Owned Business- Hispanic (19)	
<input type="radio"/> Small, Woman Owned Business- African American (29)		<input type="radio"/> Woman Owned Business- Native American (21)	
<input type="radio"/> Small, Woman Owned Business- Asian (30)		<input type="radio"/> Woman Owned Business- Other Minority (08)	
<input type="radio"/> Minority Owned Business- African American (04)		<input type="radio"/> Minority Owned Business- Asian (32)	
<input type="radio"/> Minority Owned Business- Hispanic (74)		<input type="radio"/> Minority Owned Business- Native American (15)	
<input type="radio"/> Minority Owned Business- Other Minority (02)		<input type="radio"/> Non-Profit, IRC § 501(c) (88)	
<input type="radio"/> Non-Small, Non-Minority or Non-Woman Owned Business (00)		<input type="radio"/> Individual, Non-Business (00)	
• Main Address Where tax information and general correspondence is to be mailed		• Remittance Address Where payment is to be mailed <input type="checkbox"/> Same as Main	
DBA/Branch/Location		DBA/Branch/Location	
Address		Address	
City	State	City	State
Zip code		Zip code	
• Vendor Contact Information			
Name		Title	
Phone #	Ext.	Fax	Email
• Certification <input type="checkbox"/> Exempt from backup withholding			
1. Under Penalties of perjury, I certify that: 2. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) AND I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding AND 3. I am a U.S. person (including U.S. resident alien). Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on you tax return. For real estate transaction, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. <i>The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.</i>			
Signature		Title	
Date			
STATE OF ARIZONA AGENCY USE ONLY – Agency Authorization			
State HRIS EIN		Print Name	
AGY	Title	Phone #	Signature
Date			
STATE OF ARIZONA GAO USE ONLY			
VENDOR & STATE AGNECY: DO NOT WRITE BELOW THIS LINE			
<input type="checkbox"/> IRS TIN Matching	<input type="checkbox"/> Corporation Commission	VendorNumber	Processed by
<input type="checkbox"/> HRIS	<input type="checkbox"/> GAO-03	<input type="checkbox"/> Other	DateProcessed